

Job Summary:

The Adult Learning Services Navigator connects adult learners in Kalamazoo County to the appropriate programs and services that further their academic/educational goals. The Adult Learning Services Navigator also works to remove barriers to learning (such as transportation, or other identified barriers that distract or prevent an adult learner from engaging in instruction). The Adult Learning Services Navigator works closely with the Navigation Team of the Adult Literacy Collaborative of Kalamazoo County/Adult Learning Action Network Navigation Work Group.

Reports To: Executive Director

Location: 420 E. Alcott, Kalamazoo, MI 49024 and various locations throughout Kalamazoo, MI

Essential Functions/Responsibilities

- Completes intakes for adult learners seeking academic/educational services;
- Completes Adult Learner Plans with adult learners to identify learning goals, barriers to learning, and establish plans to achieve short and long term goals as well as remove barriers to learning;
- Educates adult learners on how to access adult learning services and support services (transportation, assessments, and other supports);
- Educates service providers on available services and supports;
- Maintains a directory of services and supports;
- Makes and monitors referrals for adult learners to appropriate services including adult literacy, adult basic education, English as a Second Language among others;
- Collects evaluations of program services from participants served to continually improve procedures and offer relevant services based on the needs of adult learners;
- Conducts site visits to program partner sites and Community Literacy Centers to support volunteers and adult learners;
- Provides outreach to community organizations, neighborhood groups, to provide information about adult literacy and adult education services; and
- Tracks progress and outcomes for community outreach efforts.

Desired Qualifications

- Bachelor's degree in social work, education, human resources or other related field. Three or more years previous experience in the nonprofit sector in human services, education, community organizing, or community outreach preferred;
- Ability to identify and navigate community resources and networks to assist adult learners;
- Desire and ability to network at a neighborhood level;
- Ability to prepare and present information to residents in local neighborhoods;
- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods;
- Ability to work independently and in a team environment;
- Good computer skills;
- Good written and oral communication skills;
- Ability to work a flexible schedule (some night and weekends may be required);
- Ability to appropriately prioritize issues and deliver planned results;
- A valid driver's license; and reliable transportation.
- Training in MiBridges, Mental Health First Aid, Safety, Literacy, and other areas essential to effective community resource navigation preferred.

To apply, please submit resume and cover letter attention to: **Michael Evans, Executive Director**
mevans@goodwillswmi.org